

## NEWS FLASH

### Temporary Move



The Certification Unit in Phoenix will be temporarily moving to another location the end of September, 2004, while our current location is being renovated. During this eight-week time frame we will have a limited number of staff to assist with walk-in services. However, because of the construction that will be occurring at the Phoenix location, we highly recommend applicants mail all application materials to:

Phoenix Certification Office

P.O. Box 6490, Phoenix, AZ 85005-6490.

Services at the Flagstaff and Tucson offices will remain unchanged.

### Address Changes

Pursuant to new legislation (A.R.S. 15-534.03) each applicant or certificated person shall be required to inform the Department of Education of any change of address within thirty days.

Please visit our downloadable forms section on the web site at:

<http://www.ade.az.gov/certification/certforms.asp> to obtain the *Request for Change of Address*.